

# **NEW!**

## **Guidelines for UOCAVA Voters Requesting and Returning an Absentee Ballot Electronically**

Utah's county clerks will accept electronically transmitted FPCA's from UOCAVA voters stationed in Hostile Fire Zones or areas where mail service is not sufficient to accommodate the timely mailing of election materials.

UOCAVA voters can use FVAP's toll free fax number. FVAP will then fax the FPCA to the county clerk on behalf of the voter. FVAP can also convert a fax to a pdf and e-mail it to the clerk.

**Step 1: The UOCAVA voter will fax or e-mail a FPCA to the county clerk.**

**Step 2: The county clerk will review the FPCA to insure that it is complete.**

- If the FPCA is incomplete the clerk should make a reasonable attempt to notify the voter of additional information required.

**Step 3: The county clerk sends a ballot to the voter. Use one of the following options:**

**Step 3A: The county clerk mails a ballot and the fax cover sheet to the voter.**

- If the clerk receives an electronically transmitted FPCA and determines that a ballot can be mailed and received by the voter before the election the clerk can mail the ballot.
- The voter votes the ballot and returns it and the signed fax cover page to the clerk via electronic means.
- UOCAVA voters can use FVAP's toll free fax number. FVAP will then fax the voted ballot to the county clerk on behalf of the voter. FVAP can also convert a fax to a pdf and e-mail it to the clerk. Please see [www.fvap.gov](http://www.fvap.gov) for fax numbers and more information.

**Step 3B: The county clerk sends a ballot and the fax cover sheet electronically to the voter.**

A county clerk may decide to electronically transmit a ballot to a UOCAVA voter in a Hostile Fire Zone or in areas where mail service is not sufficient to accommodate the timely mailing of election materials. Reasons to consider electronically transmitting the ballot:

- The voter requests an electronically transmitted ballot; or
- The clerk determines that this is the best way to accommodate a UOCAVA voter.

Clerks are still required to have the voter's signature associated with the FPCA and the returned ballot. The FPCA and voted ballot can be faxed or e-mailed. The voter would have to scan the document and send it as a pdf.

Attached is a sample of a fax cover sheet for the voter to use when returning their ballot.

#### **Step 4: Clerk receives the voted ballot from the voter**

- Utah's county clerks will accept electronically transmitted voted ballots from UOCAVA voters stationed in Hostile Fire Zone or areas where mail service is not sufficient to accommodate the timely mailing of election materials.
- We are still required to have the voter's signature associated with the FPCA and the returned ballot. The FPCA and voted ballot can be faxed or e-mailed. The voter would have to scan the document and send it as a pdf.
- Upon receipt of an electronically transmitted ballot the clerk shall review to insure:
  - The voter has signed both affidavits on the cover sheet
  - The signatures match the FPCA

# UOCAVA

## Vote 2004

### Fax Transmittal Cover Page

For the voter to return with their ballot

Date:

To:

Fax Number:

From: (voters name)

"I understand that by electronically transmitting my voted ballot I am voluntarily waiving my right to a secret ballot."

Signature of voter \_\_\_\_\_ Date

\_\_\_\_\_

"I affirm that I reside in an area where mail service is unreliable and not sufficient to accommodate the timely mailing of election materials."

Signature of voter \_\_\_\_\_ Date

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